

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE**

**POSITION ANNOUNCEMENT
July 14, 2004**

POSITION: Official Court Reporter to the United States District Court
(permanent; full-time)

LOCATION: Nashville, Tennessee

SALARY RANGE: \$62,563 to \$75,076, plus transcripts
(depending on experience and qualifications - see salary levels below)

START DATE: Position available immediately

APPLICATION DEADLINE: Open until filled

POSITION OVERVIEW: The incumbent performs court reporting services for all judicial proceedings as required, primarily before District Judge Todd Campbell.

REPRESENTATIVE DUTIES:

- Records testimony, in a verbatim manner, for civil and criminal court proceedings.
- Reads back all or any portion of the court record as requested.
- Produces transcripts within strict time limitations and in compliance with cost requirements of the Judicial Conference.
- Maintains accurate, legible records which are subject to audit; safeguards records until disposed of according to statutory requirements and Judicial Conference policy.
- Certifies and files with the Clerk of Court all original records and a copy of all transcripts prepared.
- Provides realtime services, if required, and a current knowledge of realtime technology is expected.
- Provides court reporting services to other judges as assigned.

SALARY LEVELS:

Level 1	\$62,563 per annum, plus transcripts
Level 2	\$65,692 per annum, plus transcripts
Level 3	\$68,819 per annum, plus transcripts
Level 4	\$71,947 per annum, plus transcripts
Level 5	\$75,076 per annum, plus transcripts

QUALIFICATION REQUIREMENTS:

Minimum Qualifications: (Level 1): Candidate must be a high school graduate or equivalent, and must possess a minimum of four years of prime court reporting experience in the free lance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Shorthand Reporters Association, or passed an equivalent qualifying examination.

For pay level above Level 1, the candidate must meet the qualifications in Level 1 and the following:

Level 2: Must either (1) possess a Certificate of Merit from the National Shorthand Reporters Association (NSRA), the National Stenomask Verbatim Reporters Association (NVRA), or have passed an equivalent examination; or (2) have satisfactorily completed ten years of full-time service as a court reporter for a U.S. District Court. Time spent serving in a federal court as contract or per diem reporter may be credited toward this requirement.

Level 3: Must either (1) possess a Certificate of Merit and have ten years of full-time court reporting experience as a court reporter for a U.S. District Court; or (2) have successfully completed the certified realtime reporter exam offered by the National Court Reporters Association, or an equivalent exam.

Level 4: Must either (1) possess a Certificate of Merit from the NCRA, NVRA, or passed an equivalent exam and have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam; or (2) have satisfactorily completed ten years of full-time service as a court reporter for a U.S. District Court and have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

Level 5: Possess all the requirements in Levels 1-4 above.

The recommendation of the Court is a prerequisite for any increase or combination of increases above the current starting salary.

Other Requirements: Successful candidate should be mature, responsible, poised, possess tact; good judgment; initiative; the ability to work well under pressure; the ability to work harmoniously with others and communicate effectively, both orally and in writing. Utilization of Computer Aided Transcription (C.A.T.) is required. Real-time court reporting certification and experience preferred. The incumbent will earn annual and sick leave in accordance with the Leave Act and will be required to maintain regular work hours (40 per week) in the courthouse. The incumbent is responsible for providing and maintaining his or her own computer equipment, telephone, and furniture. Occasional travel to divisional offices (Cookeville and Columbia) is required.

BENEFITS:

- . 10 paid holidays per year
- . Paid annual leave in the amount of 13 days for the first three years
- . 20 days per year leave after the first three years and 26 days per year after 15 years
- . Sick leave in the amount of 13 days per year
- . Retirement benefits
- . Optional participation in the Thrift Savings Plan
- . Optional participation in Federal Employee Health Benefits, Life Insurance, Flexible Benefits programs
- . Optional long-term care insurance and disability plans
- . Credit for prior government service

CONDITIONS OF EMPLOYMENT:

- . Employee must be a US citizen or eligible to work in the US
- . Employees are required to adhere to the Code of Conduct for Judicial Employees a copy of which is available upon request. Final candidates may be required to undergo a background investigation.
- . Employees of the US District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated at any time with or without cause.
- . Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit

APPLICATION PROCESS:

Qualified candidates must submit via e-mail to the addresses below a cover letter, resume, copies of certifications, and three business references. E-mails are preferred, but if no e-mail service is available the required materials can be mailed to Personnel, US District Court, 801 Broadway, 8th Floor, Nashville, TN 37203.

Human Resources Specialist Connie W. Baker

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Clerk Keith Throckmorton

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